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CONTACT INFO

María C. Lorenzana

Loss Control Manager

(831) 296-9196 cell

mlorenzana@merma.org

HELPFUL LINKS

www.merma.org

www.dir.ca.gov/dosh/

[Schedule an Ergo Evaluation](#)



Portable ladders—Safe practices while climbing and working from them

When climbing up or down:

- Check the bottom of your shoes, and wipe off wet, muddy, or greasy soles.
- Face the rungs (also called steps) while climbing. Also face the rungs when climbing down, and don't focus your eyes at the ground.
- Always keep three points of contact (three-point rule) with the ladder—two hands and one foot/two feet and one hand. Alternate one hand with one foot as you climb up or down.
- Keep your body centered on the ladder and as close to the ladder as possible.
- Do not carry anything in your hands that will interfere with a firm grip on the rungs or side rails. Carry your tools or supplies on a belt or shoulder strap or hoist them up or lower them with a rope once you're at your working point on the ladder.
- Never climb above the top three rungs of a ladder—it is dangerous because its the most unstable part of the ladder.
- Never slide down a ladder.

When working from a ladder:

- Do not try to reach so far that you must move your body outside the centerline between the side rails or lift a foot off the rungs.
- Do not reach too far overhead either. Use a taller ladder when you must reach higher.
- When using your hands to work with tools, stock supplies, or perform any type of work, ALWAYS keep one hand firmly on a rung or side rail.
- Keep tools in a secure hanger or holder around your belt when you're not using them.
- Keep the area where ladder is in use blocked to avoid others from tripping.

Extension cords—Use them safely

Here are some best practices and precautions to take when using extension cords:

- Inspect cords before each use to be sure they are in good condition and are not frayed, cracked, or punctured.



Inspect extension cord prior to use.



Avoid creating an unsafe condition

P	O	R	T	A	B	L	E	E	E	
H	C	L	D	R	I	V	I	N	G	
A	L	O	A	D	E	R	O	I	A	
Z	A	C	R	R	L	I	E	H	C	portable
A	D	L	A	D	S	V	P	E	T	ladder
R	D	E	E	N	S	I	D	E	I	loader
D	E	F	E	N	S	I	V	E	O	hazards
S	R	T	S	D	P	E	E	D	X	defensive
I	X	D	D	E	S	E	S	A	I	driving
E	D	S	B	O	O	L	Z	V	R	extension
										cords

- Do not overload: When in use, check if it is hot to the touch; if so, it is overloaded and should be disconnected.
- If a cord is cut or cracked, has exposed wires, or has defective plugs, do not use it.
- Power tools and other devices with three-pronged plugs should be used only with three-pronged extension cords.
- If you have a power tool or device with the two-pronged polarized plug (that is, one blade is slightly wider than the other) and your two-pronged extension cord does not have the polarized plug, do not try to force the device's plug into the cord.
- Never bend a plug's prong to force a three-pronged plug into a two-pronged outlet.
- Use one long cord instead of several shorter cords connected. Connecting extension cords in a series significantly weakens the power capacity of the entire length of the setup, increasing the risk of overload.
- If using a cord outdoors, plug it into a GFCI to eliminate shock hazards.
- Never splice or tape a defective or damaged extension cord.
- Keep cords untangled when in use and stored loosely coiled in a dry place.
- Never disconnect a plug by pulling on the wire. Instead, grip the plug itself to pull it out of the socket.
- Do not install them in areas where they may create tripping hazards.

Extension cords—Use them safely: QUIZ

1. It's safe to use an extension cord if it's hot to the touch. TRUE or FALSE
2. You shouldn't use an extension cord if it is which of the following?
 - A. It is cut or cracked.
 - B. It has exposed wires.
 - C. It has defective plugs.
 - D. All of the above.
3. Never bend a plug's prong to force a three-pronged plug into a two-pronged outlet. TRUE or FALSE
4. Which of the following are best practices when using extension cords? Choose all that apply.
 - A. Never disconnect a plug by pulling on the wire.
 - B. Use several shorter cords connected instead of one long cord.
 - C. Store cords loosely coiled in a dry place.
 - D. Always tape defective extension cords.

eBacksafe® by Future Industrial Technologies, Inc. (FIT)

Are you looking for strategies to improve culture, morale, staffing, and safety? The eBacksafe® program is perfect for you. **eBacksafe® is a great program that is free to our member districts, it is a virtual injury prevention program designed for teachers and paraeducators, however, the information and safety tips pertains to all types of classifications including maintenance, administration, and yard supervisors.** Note: Segments of the virtual safety training were customized and filmed locally to ensure that real-life wellness scenarios were addressed.

FIT has been in business for 30 years helping school districts and other organizations throughout the US protect the health and wellbeing of employees. Fatigue, discomfort, pain, and injuries are often caused by Cumulative Micro Trauma, and when employees learn how to prevent it, their quality of life at work and home improve dramatically.

Contact Maria Lorenzana via email at mlorenzana@merma.org or by phone at (831) 296-9196 for details on enrolling your staff in the virtual eBacksafe® training program or for training on any of the topics listed on this newsletter.

August Safety Calendar

<p>August <u>Back to School Month</u></p>	<p>August <u>Transportation Safety Checklist</u></p>	<p>August <u>Head Up, Phone Down When Headed Back to School</u></p>
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ANSWERS

1. FALSE. 2. D. 3. TRUE. 4. A. & C.